

Town of Groton, Massachusetts



Proposed Capital Plan FY 2020 - 2024



TOWN OF GROTON

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Select Board

Barry A. Pease, *Chairman*
Alison S. Manugian, *Vice-Chairman*
John R. Giger, *Clerk*
Joshua A. Degen, *Member*
Rebecca H. Pine, *Member*

Town Manager
Mark W. Haddad

December 31, 2018

Honorable Select Board:
Honorable Finance Committee:

Pursuant to Section 6-6 of the Town of Groton Charter, I am pleased to present the proposed Five-Year Capital Plan for Fiscal Years 2020 through 2024 for the Town of Groton, Massachusetts. Specifically, the Charter states that the Town Manager shall submit a Capital Improvement Plan to the Select Board and Finance Committee at least 6 months before the start of the fiscal year. This Plan is being submitted in compliance with the Charter.

As you know, this Plan allows for careful, critical review of major expenditures, while also giving us the ability to move up or delay expenditures should an imminent need arise. By scheduling expenditures, it allows for a more even distribution of costs, thereby providing greater budget stability. During our most recent bond issue to finance the Senior Center, Lost Lake Fire Protection and Radio Project, S&P Global Direct reviewed our finances and budgeting and maintained our Bond Rating at AAA with a Stable Outlook. Part of their review focused on our Capital Planning. In their Rating Document, they stated that *"Groton also maintains a strong focus on long-term capital planning, evidenced by a five-year capital improvement plan (CIP) that identifies projects and costs across all departments. The Town updates its CIP annually and details pay-as-you-go funding and bond financing of all capital projects."* The Finance Team and I are very proud of this recognition as they understood how seriously we take our Capital Planning.

That said, this year will mark a departure from past Capital Plans as we are adding a new section that provides an additional five (5) year lookout on our Municipal Building needs through Fiscal Year 2030. We believe adding this new section will aid the Select Board and Finance Committee in understanding the long-range needs of our buildings and allow the Finance Team to plan for any major projects that may require long term debt planning.

In addition, the Select Board has developed and approved a definition of what constitutes a Capital Budget Item. We are including this new language in our proposed Plan this year. Specifically, the definition is as follows:

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Honorable Finance Committee
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Capital Budget Items, both tangible and intangible, are defined as future projects, programs, improvements and acquisitions having an estimated useful life of at least three (3) years and an initial cost of at least twenty-five thousand dollars (\$25,000). Examples of Capital Items include but are not limited to land (e.g., open space, parks, athletic fields, cemeteries, etc.); municipal buildings and building improvements (all types); vehicles (all kinds); machinery (all types); equipment (all types, including office); computer hardware and software (all types); communication systems (e.g., two-way radios and systems, digital communications networks, antennas, etc.); and infrastructure (e.g., roads, bridges, dams, water and sewer lines, cisterns and other water holding tanks, etc.)

In developing this plan, I worked closely with all Department Heads and attempted to identify capital improvement projects that represented major, non-recurring expenditures and prioritized them. We have balanced the immediate and long-term capital needs of the Town given available resources. I am proposing the following items from the Capital Plan be funded in FY 2020:

<u>Department</u>	<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>
Fire and EMS	Engine 3 Replacement	\$ 140,875	Ambulance Fund
Fire and EMS	Service 1 Replacement	\$ 60,000	Ambulance Fund
Highway	Building Upgrade	\$ 4,000,000	General Obligation Bond
Highway	Brush Mower/Field Mower	\$ 45,000	Capital Asset
Highway	Dump Truck	\$ 40,000	Capital Asset
Highway	Backhoe	\$ 95,000	Capital Asset
Town Facilities	IT Infrastructure/Computer Purchase	\$ 40,000	Capital Asset
Town Facilities	Dispatch Upgrade	\$ 60,000	Capital Asset
Town Facilities	Municipal Building Exterior Repairs	\$ 25,000	Capital Asset
Town Facilities	Paint Police Station/Roof Repairs	\$ 20,000	Capital Asset
Transfer Station	Tractor Trailer Unit/Trash Trailer	\$ 40,000	Capital Asset
Library	Roof Repair	\$ 1,125,000	General Obligation Bond
Police	Police Cruisers	\$ 109,845	Capital Asset
Country Club	Pool Improvements	\$ 15,000	Capital Asset
Country Club	Cart Path Repairs	\$ 10,000	Capital Asset
Country Club	Triplex - Greens Mower	\$ 5,100	Capital Asset
Water Department	Water Meter Replacement Program	\$ 75,000	Water Revenue
Sewer Department	Wastewater Treatment Plant Upgrades	\$ 1,250,000	Sewer Revenue
GDRSD	Annual Regional School Capital	\$ 479,011	GDRSD Capital
	Total Requested	\$ 7,634,831	

**Honorable Select Board
Honorable Finance Committee
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To fund this proposed Capital Plan in FY 2020, I am proposing that the following amounts be appropriated from the following sources:

General Obligation Bond	\$ 5,125,000
Capital Asset Fund	\$ 504,945
Ambulance Fund	\$ 200,875
Water Revenue	\$ 75,000
Sewer Revenue	\$ 1,250,000
GDRSD Capital Fund	\$ 479,011
Total	\$ 7,634,831

I wish to acknowledge and thank all of the Department Heads and Staff for their efforts in producing this document.

I look forward to the opportunity to discuss this proposed plan in more detail.

Sincerely,

Mark W. Haddad
Town Manager

**Town of Groton, Massachusetts
CAPITAL PLAN
2020 - 2024**

FUNDING SUMMARY						
	2020	2021	2022	2023	2024	Five Year Total
GENERAL FUND	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 160,000
BOND	\$ 5,125,000	\$ -	\$ 70,000,000	\$ -	\$ -	\$ 75,125,000
CAPITAL ASSET	\$ 504,945	\$ 901,240	\$ 696,535	\$ 725,031	\$ 513,632	\$ 3,341,382
WATER REVENUE	\$ 75,000	\$ 75,000	\$ 3,375,000	\$ -	\$ -	\$ 3,525,000
SEWER REVENUE	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 14,500,000	\$ 15,750,000
AMBULANCE FUND	\$ 200,875	\$ 464,655	\$ 137,215	\$ 132,335	\$ 451,880	\$ 1,386,960
GDRSD CAPITAL	\$ 479,011	\$ 368,472	\$ 445,894	\$ 554,878	\$ 553,408	\$ 2,401,663
TOTAL	\$ 7,634,831	\$ 1,849,367	\$ 74,694,644	\$ 1,452,244	\$ 16,058,920	\$ 101,690,005

**Town of Groton, Massachusetts
CAPITAL PLAN
2020 - 2024**

LISTING OF PROJECTS BY FUNDING SOURCE

GENERAL FUND

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
16	Town Facilities	IT Infrastructure/Computer Purchase		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	General Fund
Subtotal			\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	

BOND

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
27	Library	Roof Repair	\$ 1,125,000					Bond
14	Highway	Building Upgrade	\$ 4,000,000					Bond
46	GDRSD	Florence Roche Elementary School			\$ 65,000,000			Bond
22	Town Facilities	Prescott School			\$ 5,000,000			Bond/CPA
Subtotal			\$ 5,125,000	\$ -	\$ 70,000,000	\$ -		

Town of Groton, Massachusetts
CAPITAL PLAN
2020 - 2024

LISTING OF PROJECTS BY FUNDING SOURCE (CONTINUED)

CAPITAL ASSET STABILIZATION FUNC

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
1	Fire and EMS	Engine 5 Refurbishment		\$ 225,000				Capital Asset
4	Fire and EMS	Engine 1 Refurbishment			\$ 225,000			Capital Asset
6	Fire and EMS	Forestry 4 Replacement				\$ 155,000		Capital Asset
7	Fire and EMS	Command Vehicle				\$ 65,000		Capital Asset
9	Highway	Pick-Up Trucks		\$ 40,000		\$ 40,000		Capital Asset
10	Highway	Brush Mower/Field Mower	\$ 45,000					Capital Asset
11	Highway	Intermediate Truck		\$ 60,000		\$ 75,000		Capital Asset
12	Highway	Dump Truck	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ 40,000	Capital Asset
13	Highway	Backhoe	\$ 95,000					Capital Asset
15	Highway	Loader					\$ 180,000	Capital Asset
16	Town Facilities	IT Infrastructure/Computer Purchase	\$ 40,000					Capital Asset
17	Town Facilities	Dispatch Upgrade	\$ 60,000					Capital Asset
18	Town Facilities	Municipal Building Exterior Repairs	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Capital Asset
19	Town Facilities	Paint Police Station/Roof Repairs	\$ 20,000	\$ 50,000				Capital Asset
20	Town Facilities	Country Club Roof		\$ 50,000				Capital Asset
21	Town Facilities	Police Station HVAC				\$ 65,000		Capital Asset
23	Transfer Station	Tractor Trailer Unit/Trash Trailer	\$ 40,000	\$ 40,000	\$ 40,000			Capital Asset
24	Transfer Station	Baler		\$ 60,000			\$ 70,000	Capital Asset
25	Transfer Station	Fork Lift/Mini Loader			\$ 60,000			Capital Asset
26	Library	Carpet Replacement			\$ 30,000			Capital Asset
28	Library	Upgrade Building Alarm System		\$ 20,000				Capital Asset
29	Library	Repaint Library Interior			\$ 60,000			Capital Asset
30	Library	Redo Interior Lighting				\$ 40,000		Capital Asset
31	Library	Reconstruct Parking Lot		\$ 80,000				Capital Asset
32	Library	AV System for Sibley Hall					\$ 25,000	Capital Asset
33	Park Department	Property Improvements		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Capital Asset
34	Police	Police Cruisers	\$ 109,845	\$ 113,140	\$ 116,535	\$ 120,031	\$ 123,632	Capital Asset
35	Police	Police Pick-up Truck		\$ 43,000				Capital Asset
36	Country Club	Golf Carts		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Capital Asset
37	Country Club	Parking Lot Improvements				\$ 10,000		Capital Asset
38	Country Club	Pool Improvements	\$ 15,000		\$ 10,000			Capital Asset
39	Country Club	Cart Path Repairs	\$ 10,000					Capital Asset
40	Country Club	Triplex - Greens Mower	\$ 5,100	\$ 5,100				Capital Asset
Subtotal			\$ 504,945	\$ 901,240	\$ 696,535	\$ 725,031	\$ 513,632	

**Town of Groton, Massachusetts
CAPITAL PLAN
2020 - 2024**

LISTING OF PROJECTS BY FUNDING SOURCE (CONTINUED)

WATER REVENUE

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
41	Water Department	Water Meter Replacement Program	\$ 75,000	\$ 75,000	\$ 75,000			Water Revenue
42	Water Department	Shattuck Well			\$ 3,300,000			Water Revenue
Subtotal			\$ 75,000	\$ 75,000	\$ 3,375,000	\$ -	\$ -	

SEWER REVENUE

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
43	Sewer Department	Lost Lake Sewer System					\$ 14,500,000	Sewer Betterments
44	Sewer Department	Wastewater Treatment Plant Upgrades	\$ 1,250,000					Sewer Revenue
Subtotal			\$ 1,250,000	\$ -	\$ -	\$ -	\$ 14,500,000	

AMBULANCE FUND

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
5	Fire and EMS	Ambulance 2 Replacement		\$ 325,000				Ambulance Fund
3	Fire and EMS	Engine 3 Replacement	\$ 140,875	\$ 139,655	\$ 137,215	\$ 132,335	\$ 126,880	Ambulance Fund
8	Fire and EMS	Ambulance 1 Replacement					\$ 325,000	Ambulance Fund
2	Fire and EMS	Service 1 Replacement	\$ 60,000					Ambulance Fund
Subtotal			\$ 200,875	\$ 464,655	\$ 137,215	\$ 132,335	\$ 451,880	

GROTON DUNSTABLE REGIONAL SCHOOL DISTRICT CAPITAL FUND

Page	Program	Description	Cost 2020	Cost 2021	Cost 2022	Cost 2023	Cost 2024	Funding Source
45	GDRSD	Annual Regional School Capital	\$ 479,011	\$ 368,472	\$ 445,894	\$ 554,878	\$ 553,408	GDRSD Capital
Subtotal			\$ 479,011	\$ 368,472	\$ 445,894	\$ 554,878	\$ 553,408	
Capital Improvement Program Total			\$ 7,634,831	\$ 1,849,367	\$ 74,694,644	\$ 1,452,244	\$ 16,058,920	



FIRE AND EMS

TOWN OF GROTON CAPITAL PLAN -

PROJECT DETAIL SHEET

Project Title: **FORESTRY 4**

Department: **FIRE/EMS**

Reason for Need:

Forestry 4 is a 1993 military surplus vehicle that is becoming harder to find the parts to repair the vehicle. This vehicle should be replaced with another military excess vehicle (if available) that is outfitted appropriately.



RECOMMENDED FINANCING

	SOURCE OF FUNDS	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL COST
A. Feasibility Study							\$ -
B. Design							\$ -
C. Land Acquisition							\$ -
D. Construction							\$ -
E. Furnishings and Equipment							\$ -
F. Departmental Equipment	CA				\$ 155,000		\$ 155,000
G. Contingency							\$ -
H. Other							\$ -
TOTAL:		\$ -	\$ -	\$ -	\$ 155,000	\$ -	\$ 155,000

Sources of Funds Legend:

(OR) Operating Revenues (CA) Capital Asset Fund (EMS) EMS Fund Fees (SE) Sewer Enterprise Fund Fees
 (GB) General Obligation Bond (ST) Stabilization Fund (FC) Free Cash/Other (WE) Water Enterprise Fund Fees



LIBRARY



PARKS